



County of San Diego, Planning & Development Services

**CHANGE OF FINANCIAL RESPONSIBILITY
SUPPORT SERVICES**

TRUST ACCOUNT CHANGE OF FINANCIAL RESPONSIBILITY FORM

Authorization to Transfer (To be completed by Current Financial Responsible {FINRESP} Person)

I, _____, hereby assign and transfer all rights and financial responsibilities for the following Trust Accounts (this information is available on your trust account billing statement):

Trust Account # _____

Start Date of Project _____

To:

New FINRESP Name _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

The current balance on this trust account is \$_____ (amount indicated on most recent statement).

I request the disposition of funds on deposit or funds owed to the County as follows (check applicable):

- ☐ I am transferring the current balance on account to the new FINRESP for my:
☐ Deposit ☐ Guarantee
- ☐ I request a refund of the current balance on ☐ Deposit ☐ Guarantee (Substitutions may be required)
- ☐ The new FINRESP has accepted responsibility for the current amount owed to the County on this project.
- ☐ I understand the outstanding amount of \$_____ is my responsibility.

Authorized Signature: **X** _____ Date: _____

Contact Phone: _____ E-Mail: _____



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Acceptance of Transfer (To be completed by New FINRESP):

I, _____, hereby accept financial responsibility for the above-mentioned Trust Accounts from _____, effective date _____.

Authorized Signature: **X** _____ Date: _____

Contact Phone: _____ E-Mail: _____

DISCLAIMER: Be advised that this form only changes the financial responsibility on trust accounts. You must also submit a plan change and substitute any securities.

**INSTRUCTIONS FOR CUSTOMER CHANGE OF FINANCIAL
RESPONSIBILITY ON TRUST ACCOUNT PROJECTS IN PROCESS
WITH THE COUNTY OF SAN DIEGO**

If you have a project under review by the County of San Diego and have submitted trust account deposits with the County as payment for work on the project, and you are transferring financial responsibility of the project to another party, you must do the following:

Current Financial Responsible Person(s) {FINRESP}

1. Complete and sign the upper portion of the Change of Financial Responsibility Request Form
2. Keep a copy for your records
3. Provide the original Change of Financial Responsibility Form to New FINRESP

New Financial Responsible Person/Entity

1. Complete and sign the lower portion of the Change of Financial Responsibility Request Form, indicating your acceptance of financial responsibility on the transferred project.
2. Complete and sign a Discretionary Permit Application Form (PDS-346), indicating the person(s) of financial responsibility and contact information.
3. Provide a \$500 deposit to open a new Trust Account in your name, while any funds authorized are transferred from the Current FINRESP to the New FINRESP.
 - This deposit will be used against any charges to this account
 - If the funds on deposit are in excess of the total charges at the end of the project, the remaining funds will be refunded to the new FINRESP after the project has been completed.
4. Return the original Change of Financial Responsibility Request Form, Discretionary Permit Application Form, and the \$500 deposit to the address below.



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Hand-deliver or mail all of the follow:

- Signed original Change of Financial Responsibility Form; and
- Signed original Discretionary Permit Application Form (PDS-346); and
- \$500 Deposit

TO:

**Department of Planning and Development Services
Trust Account Customer Service Unit
5510 Overland Avenue, Suite 310
San Diego, California 92123-1239
PDSDevDep@sdcounty.ca.gov**

If you have any questions about this process, you may contact the Trust Account Customer Service Unit at (858) 694-2320.